



Helena JSEC Meeting Minutes

March 19, 2008

Members Present:

Carolyn DeYoung
Gary Willis
Robert Ward
Larry Westfall
Alan Thompson
Rosie Walsh
Tina Whitaker
Kelly McArdle
Cathy Wood
Wendy Coensgen
Deb Buxbaum
Sandy Hamlin

Blue Cross Blue Shield
Shodair
Enterprise Rent-a-Car
L&S Teambuilders
UM-Helena College of Technology
Carroll College Career & Testing Services
MT Committee Employer Services NG
American Federal Savings Bank
Student Assistance Foundation
Macy's
Helena Job Service Workforce Center
Helena Job Service Workforce Center

Introductions: Members introduced themselves. Two new members were present. Cathy Wood has replaced Dennis Doherty from the Student Assistance Foundation, and Wendy Coensgen from Macy's has joined us. Welcome.

Minutes: The February 20, 2008 minutes were approved as written.

Treasurers Report: Robert reported that the Mike Bullock Scholarship fund is still at \$271.86, and the JSEC checking account has \$6,412.94.

Fundraising Report: Sandy presented the fundraising report for Dave, which was a total of \$99.91 for last month.

Open House: In regards to the Open House, Deb said that she is looking at ways we can combine our efforts to get new employers to come that may not know about our services and what we have to offer. We discussed times and dates that might work for the most people. It was decided that April was too full already, and we would like time to do some PR. Deb indicated that Job Service has the ability to e-mail our employers that post jobs with us and have e-mail addresses. So Job Service can contact a lot of employers at no cost. Gary is sure we can get a Public Service Announcement, and Kelly mentioned doing an ad in the Chamber of Commerce Newsletter. She also offered to assist with any PR related duties. Larry will invite the LEADS Club, about 25 small businesses that meet every Wednesday at 7:00 am.

After continued discussion, it was decided that we would hold the Open House on May 21st from 7:30 am-10:30 am and then again from 3:30 pm-6:30 pm. Gary asked if it would be possible to have the recognition luncheon at the same time. All agreed that would work. We will also be holding the JSEC Meeting on that same day at 3:30.

In addition, Deb asked if the JSEC Members would be interested in helping facilitate tours of the Job Service Office. This would help free staff to keep services going for the customers during the Open House. Everyone seemed to think that was a good roll for the JSEC Members. Sandy suggested that the JSEC might want to take a pre-tour to familiarize them with what Job Service has to offer at this point. Because of the lack of time at today's meeting, we will likely conduct the JSEC tour at our next meeting, which will be April 30th. Sandy will be setting up an e-mail schedule for those interested in helping to conduct tours of the Helena Job Service during the Open House.

State Conference and Silent Auction: Deb has reserved rooms at the hotel for Job Service Staff and JSEC members that will be attending the 2008 Innovation in Business Conference in Great Falls (State Conference). Carolyn will be attending, and Gary is going as a MSEC board member. The Helena Job Service did plan some money in the budget for travel. Deb says that we also have the lodging and banquet covered for a couple of other JSEC members that may attend. If there are other JSEC members interested in attending, Deb indicated that perhaps their agency could take care of the registration fee. She also asked if there were any other members that were planning on attending. None indicated an interested at that time. Gary said that if you haven't attended, you should, because it is well worth your time. Deb said that the main speaker, Greg Newton, is a very dynamic speaker and has a lot of good information to impart.

We discussed the Silent Auction that will be held at the Conference April 14-17. Does the JSEC want their donation to be a community/Helena theme, miscellaneous or a large item that JSEC would purchase? It was decided those businesses represented by JSEC could contribute an item. Wendy volunteered to get a basket together. She encouraged us to get our donations to her ahead of time so she has a chance to put it together. You can take your donation to Wendy at Macy's or to Sandy at the Helena Job Service.

Career Fair: Dave, Sandy, Alan and Rosie attended the meeting with the IR regarding the Career Fair. The Helena Job Service, UM-Helena and Carroll College will be assisting with the resume critiques during the Fair. Some of the JSEC businesses will be represented at a table.

Scholarships: Sandy said that the scholarship material has all been mailed. She was unable to get in touch with anyone from the Home Schools. Copies of the State Scholarship (Fred Unmack) were provided, which has been revised to more closely match our Scholarship. It was decided that since we didn't get the information soon enough to create a second scholarship, we would concentrate on that for next year. Tina asked if the Scholarship was specifically for Helena students. Carolyn said that the Mike Bullock Scholarship is for students in the Helena Job Service delivery area. Tina was wondering about the students that go into the National Guard Youth Challenge program. It was agreed that those students would be a good fit for the Mike Bullock Scholarship. Tina also suggested that we should consider getting the Scholarship packets out to the Helena Indian Alliance, Job Corp, Leo Pocha and JMG. Kelly suggested that we send the information to the High School newsletters.

Manager's Report: Deb handed out a copy of her Manager's report and reviewed it. (Please see attached). Discussion developed about some names for the new Job Service Youth employment project. Some suggestions were Youth Employment Program and Youth Employment Services (which CTI is already using).

Deb highlighted the annual report that she would like to recreate with the JSEC's feedback. Gary made a suggestion that once she has a draft, she could send it out to all of the JSEC Members for review.

Hidden Agenda: Larry mentioned that he was the contact for the Montana State Awards program. He passed out criteria for the awards. Gary said he felt there was still enough time to get some names submitted for an award.

Meeting was adjourned.

Next Meeting:

- April 30, 2008
- Wednesday
- 3:30 p.m.
- Room 1, Helena Job Service Workforce Center
- Alan Thompson—Treats